

<p style="text-align: center;">CM/ECF</p> <p style="text-align: center;">Users Guide</p> <p style="text-align: center;">Part 2</p> <p>US Bankruptcy Court, Southern District of Iowa</p>	Chapter
	Processing Motions
	Section
	General Information



File all motions with a signature line containing the following:

/s/ Name of Attorney or Name of Debtor

Example: /s/ John J. Smith

- 1. If the motion does not have a completed signature line, the court will request you file an Amended Motion.**
- 2. The judge will review the Amended Motion and determine further action.**

File ALL motions with a certificate of service listing the name and address of all parties served.

- 1. Docket the motion and certificate of service as ONE event.**
- 2. Attach ONE PDF document to the motion event.**
- 3. The PDF document contains the motion as the 1st part of the PDF document and the certificate of service as the 2nd part of the PDF document.**
- 4. DO NOT use the Attachments to Document option on the Attach PDF screen and attach a separate certificate of service document.**

Review the PDF document and verify the correct document is attached to the docket event **BEFORE** submitting the docket entry. Do this on the Attach PDF screen.

- The court prepares the bar date notice and serves the bar date notice on all appropriate parties.**
- Refer to Appendix D for a sample of a Motion and certificate of service.**

- **CAUTIONS:**
 - **If the motion does not have a certificate of service, the court docket a text only event, Order Denying For Failure to Serve Document.**
 - **If the motion is in paper format without a certificate of service, the court docket the text only event, Order Denying for Failure to Service Document and sends a copy of the Notice of Electronic Filing and the motion to the filer.**

- If only the certificate of service is docketed in response to the Order Denying For Failure to Serve Document, the court takes NO action. The motion must be filed again with the certificate of service attached. This allows the motion and certificate of service to have the same file date.

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